



**North Carolina Department of Health and Human Services  
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Michael Moseley, Director

October 18, 2006

**MEMORANDUM**

TO: LME Directors

FROM: Mike Moseley 

RE: Identity Theft, Social Security Number and the NC-SNAP database

In 2005 the General Assembly enacted S.L. 2005-414, the Identity Theft Protection Act of 2005. G. S. 132-1.10 articulates when State and local governmental agencies can collect social security numbers and personal identifying information and what the State and local governments must do if they possess such information. Parts of this statute became effective December 1, 2005; other parts will become effective July 1, 2007.

As part of this legislation, agencies of the state are required to evaluate their collection of personal identifying information. G. S. 120-61 specifically states that "Special attention shall be given to the use, collection, and dissemination of social security numbers. If the collection of a social security number is found to be unwarranted, the State agency shall immediately discontinue the collection of social security numbers for that purpose."

The North Carolina Support Needs Assessment Profile (NC-SNAP) software currently requires the entry of the social security number (SSN) into the database. Effective immediately, persons completing the NC-SNAP assessment are no longer required to collect this information and data entry staff at the LME are no longer required to enter this information into the software application. Since the software currently requires that something be entered into this field, data entry staff should enter all zeros. Plans are currently underway to upgrade the NC-SNAP software and the future upgrade will no longer have SSN as a required field.

Please contact Rod Realon at (919) 855-4700 or [Rodney.Realon@ncmail.net](mailto:Rodney.Realon@ncmail.net) if you have questions.

cc: Secretary Carmen Hooker Odom  
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